

APPENDIX C  
TAB 20

Hurricane Action Checklist

INTERNAL REVIEW OFFICE

Action  
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
  - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
  - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
  - c. Review after-action report from last hurricane relief effort.
2. PHASE I (72 Hours Before Landfall)
  - a. Review plans relevant to emergency plans.
  - b. Normal day-to-day operations.
3. PHASE II (48 Hours Before Landfall)
  - a. Designate personnel and place on notice for work assignment.
  - b. Review applicable emergency statutes and regulations.
4. PHASE III (24 Hours Before Landfall)

- a. Maintain standby personnel for work assignments.
  - b. Release personnel from duty as directed by the Commander or his authorized representative.
  - c. Advise staff on potential audit issues.
5. PHASE IV (12 Hours Before Landfall)
- a. Confirm personnel on standby for work assignments.
  - b. Staff EOC as required.
  - c. Non-essential personnel seek shelter
6. PHASE V (Hurricane force winds are striking the Georgia Coast.)
- Support EOC operations as required.
7. RECOVERY OPERATIONS.
- a. Confirm safety status of assigned personnel.
  - b. Maintain standby personnel for work assignment.
  - c. Release personnel from duty as directed by the Commander or his authorized representative.
  - d. Request TDY support, as required, to accomplish assigned missions.
  - e. Attend staff briefings.
  - f. Distribute memo of common emergency

issues to staff. .

- g. Review emergency acquisition procedures of materials and supplies (i.e., credit cards, SF 44's, etc.)
  - h. Review financial procedures for costing labor, travel, per diem, vehicle rentals, overtime, reporting of time and attendance, etc.
  - i. Execute emergency recovery operations audit plan for vulnerable areas identified.
  - j. Coordinate activities with Division Audit Office.
  - k. Ensure coordination with AAA, GOA, DODIG, etc.
  - l. Ensure follow up on significant actions.
  - m. Provide EOC with daily update for inclusion in SITREP.
  - n. Coordinate all activities through EOC.
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